



OFFICE OF RETIREMENT SERVICES

Serving the Customers of the Judges, Public School Employees,

State Employees, and State Police Retirement Systems

PO Box 30171, Lansing, MI 48909-7671 www.michigan.gov/ors

Telephone: 517-322-5103 Outside Lansing: 800-381-5111

Name and Address Change

To change your name and/or address, please complete this form and return it to the above address. Your change(s) will become effective the first full month after the date it is received.

- **Active/Former Employees:** If your marital status has changed, you may want to update your beneficiary information. Contact your personnel office or ORS for the appropriate form(s).
- **Retirees:** If you are receiving your pension payment by mail, your request to change your name and/or address on your retirement records must include your personal signature.

Please **PRINT** or **TYPE**.

PLEASE IDENTIFY YOUR RETIREMENT SYSTEM (Mark one)

☐ PUBLIC SCHOOLS (30) ☐ STATE EMPLOYEES (42) ☐ STATE POLICE (46) ☐ JUDGES (47) ☐ PROBATE JUDGES (48)

CURRENT ACCOUNT INFORMATION

MEMBER STATUS: (Mark one) ☐ ACTIVE EMPLOYEE ☐ FORMER EMPLOYEE ☐ PENSION RECIPIENT

SOCIAL SECURITY NUMBER*

/ /

LAST NAME

FIRST NAME

M.I.

COMPLETE ONLY IF YOU ARE CHANGING YOUR NAME.

NEW LAST NAME

FIRST NAME

M.I.

COMPLETE TO CHANGE YOUR ADDRESS.

NEW ADDRESS

STREET

TELEPHONE

()

CITY

STATE

ZIP CODE

EFFECTIVE DATE OF CHANGE

SIGNATURE

DATE SIGNED

PREVIOUS ADDRESS

STREET

CITY

STATE

ZIP CODE

Note: **Form must be signed before it can be processed.** If member is unable to sign, the endorser **must** enclose a copy of his or her authorization of guardianship, power of attorney or conservatorship.